

CONFIDENTIAL

18 APR 1960

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MEMORANDUM FOR: [redacted] NIS Coordinator for
the Deputy Director (Plans)

SUBJECT: Establishment of Satisfactory Procedures for
Visual Aids Support of the NIS Program

REFERENCE: Memo dtd 6 April 60 for above Addressee fr
SSA-DD/S, same subj.

1. In reference memorandum and in conversations with you, we pointed out some of the difficulties experienced by the Visual Aids staff in preparing charts for the NIS Reports, with particular reference to the [redacted] charts which had been returned for correction and resubmission by 7 April 1960.

2. The April 7th deadline could not be met because the type required to complete the charts had not been made available. However, the type has since been received and the charts were completed and the [redacted] charts were delivered last week. [redacted] of the [redacted] advises me that, after completion of the [redacted] charts, he received a call from the Division concerned indicating the probability of further changes. I believe [redacted] is now holding the completed [redacted] charts, at your request, until the text of the [redacted] Report is ready for submission.

3. It is realized that the preparation of these charts is only a small part of the over-all job of producing NIS Reports. However, we are somewhat concerned about the conflicting deadlines established, since they have an adverse effect on the quality of the work produced.

4. We would appreciate anything you might do to coordinate the NIS chart work requirements to ensure that the Visual Aids staff receives explicit instructions and meaningful target dates, which will enable them to produce charts of the quality required, and at the time required, for NIS Reports.

[redacted]

Special Support Assistant/DOS

ASSA-DD/S:FPB:VRT:vld

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1 - SSA-DD/S chron